U.S. Postal Service				Date	Date	
	Supplies	and Equipment	Receipt			
FROM: Post Office	e, State and ZIP+4		Section of Unit			
Requested By (Individual or Title)			Consignment Completed By Work Order/Route Sheet Number			
TO:				Shipment Made E	By to Hand	
•			•	Distr 1. Original to st 2. Duplicate to 3. Triplicate to	mechanic.	
Approved:				Custod	Custody Receipt	
Foreman, MPE Date			This form may be used as an intra- office custody receipt.			
Quantity	Item Number	Property Code Number	Descript	ion	Recorded Cos	
Loan Period (Number of Days)	Date Loaned	Received in good condition?		If NO, explain on reverse.		
	Date Returned	until all prop		salary or expense checks all property for which an e esponsible has been retur unted for.	mployee is individe	